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~~CONFIDENTIAL~~

**PERFORMANCE**

Productivity  
Quality

Capability; Capacity; Skill;  
Ingenuity; Industry; Dexterity;  
Application; Enterprise

**VALUE TO AGENCY**

Supervisory or  
Leadership Qualities

Accepts responsibilities; Commands  
Respect; Resourceful; Good Judgment;  
Decisive; Thinks Clearly; Respects  
Authority; Considerate of Subordinates

Flexibility or  
Versatility

Satisfactory service in diverse jobs;  
Capable of satisfactory service in  
diverse jobs; Official "holds"

Expertness

Possession of particularly valuable  
skills or abilities; Difficulty of replace-  
ment; Unique or outstanding contri-  
bution to Agency; Performance at  
higher or lower grade level

Growth Potential

Present readiness for greater re-  
sponsibilities; visible potential for  
training for greater responsibilities

Initiative

Gets things done; Has original ideas;  
Does not require strong support;  
Does not require close supervision

**PERSONAL  
CHARACTERISTICS**

Personality

Character - sincere or superficial;  
Relations with others; Consideration  
for subordinates; Respect for  
authority; Team man or loner; Poise

Effectiveness

Decisiveness; Judgment; Personal  
Appearance; Persuasiveness;  
Purposefulness; Stability - maturity

Motivation

Loyal; Personal Goal; Egocentricity